

Languages

Overview

Introduction This section provides the procedures for viewing, adding, correcting and deleting Languages in Direct Access.


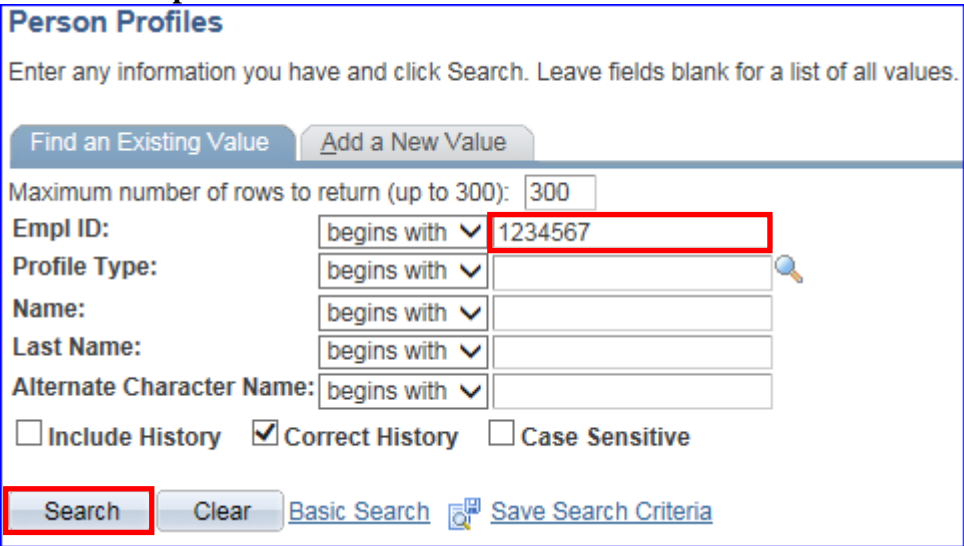
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Viewing a Language

Introduction This guide provides the procedures for Viewing a Language in Direct Access.

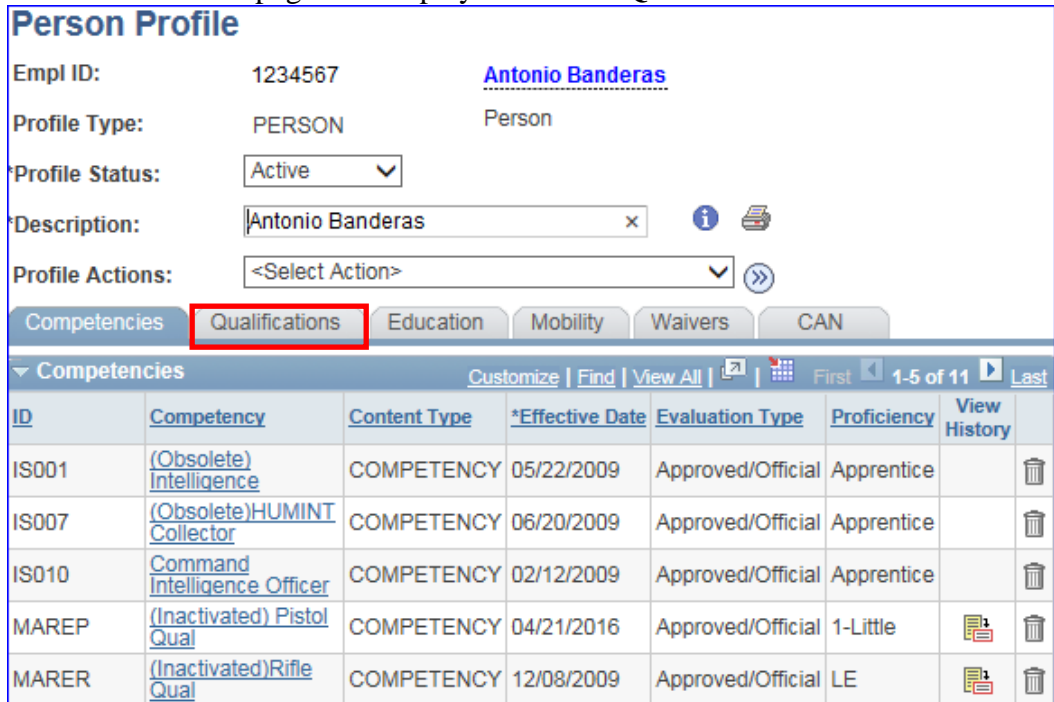
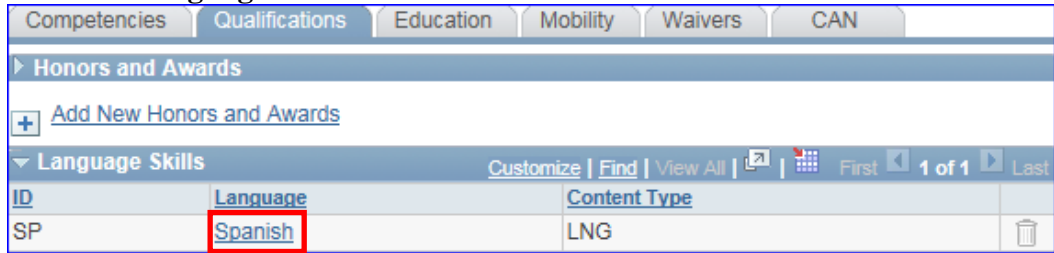
Procedures See below.

Step	Action
1	<p>Select Person Profiles from the Person Profile pagelet.</p>  <p>The screenshot shows a dropdown menu titled 'Person Profile' with 'Person Profiles' selected and highlighted with a red box. A link 'Create a New Setup Value' is visible to the right.</p>
2	<p>Enter the Emplid and hit Search.</p>  <p>The screenshot shows the 'Person Profiles' search interface. It includes a title 'Person Profiles', a description 'Enter any information you have and click Search. Leave fields blank for a list of all values.', and two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are four search criteria fields, each with a 'begins with' dropdown: 'Empl ID:' (containing '1234567' and highlighted with a red box), 'Profile Type:', 'Name:', and 'Last Name:'. Below these is an 'Alternate Character Name:' field. At the bottom are three checkboxes: 'Include History' (unchecked), 'Correct History' (checked), and 'Case Sensitive' (unchecked). At the very bottom are three buttons: 'Search' (highlighted with a red box), 'Clear', and a link 'Basic Search' with a magnifying glass icon, followed by a link 'Save Search Criteria'.</p>

Continued on next page

Viewing a Language, Continued

Procedures,
continued

Step	Action																																										
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Antonio Banderas</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Antonio Banderas</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Customize Find View All First 1-5 of 11 Last</p> <table> <tr> <th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr> <tr> <td>IS001</td><td>(Obsolete) Intelligence</td><td>COMPETENCY</td><td>05/22/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>IS007</td><td>(Obsolete) HUMINT Collector</td><td>COMPETENCY</td><td>06/20/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>IS010</td><td>Command Intelligence Officer</td><td>COMPETENCY</td><td>02/12/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>MAREP</td><td>(Inactivated) Pistol Qual</td><td>COMPETENCY</td><td>04/21/2016</td><td>Approved/Official</td><td>1-Little</td><td> </td></tr> <tr> <td>MARER</td><td>(Inactivated) Rifle Qual</td><td>COMPETENCY</td><td>12/08/2009</td><td>Approved/Official</td><td>LE</td><td> </td></tr> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		IS007	(Obsolete) HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	
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MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE																																						
4	<p>The members' languages will display beneath the Honors and Awards section. Click the Language link.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills Customize Find View All First 1 of 1 Last</p> <table> <tr> <th>ID</th><th>Language</th><th>Content Type</th></tr> <tr> <td>SP</td><td>Spanish</td><td>LNG</td></tr> </table>	ID	Language	Content Type	SP	Spanish	LNG																																				
ID	Language	Content Type																																									
SP	Spanish	LNG																																									

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Viewing a Language, Continued

Procedures,
continued

Step	Action																														
5	<p>The member's View Language Skills page will display. Click OK to return to the Person Profile screen.</p> <div><p><u>Person Profile</u></p><p>View Language Skills</p><p>Empl ID: 1234567 Antonio Banderas</p><p>Profile Type: PERSON Person</p><p>This page displays the item details. You are not authorized to update this Content Item.</p><table><tr><th colspan="2">Details</th><th>Find View All First 1 of 1 Last</th></tr><tr><td>Data Entry Date:</td><td>11/29/2011</td><td></td></tr><tr><td>Language:</td><td>SP Spanish</td><td></td></tr><tr><td>Status:</td><td>Active</td><td></td></tr><tr><td>Proficiency Level:</td><td></td><td></td></tr><tr><td>Listening Test Date:</td><td></td><td></td></tr><tr><td>Reading Test Date:</td><td></td><td></td></tr><tr><td>Expiration Date:</td><td>11/29/2012</td><td></td></tr><tr><td>Reading Score:</td><td>2+</td><td></td></tr><tr><td>Listening Score:</td><td>3</td><td></td></tr></table><p>OK</p></div>	Details		Find View All First 1 of 1 Last	Data Entry Date:	11/29/2011		Language:	SP Spanish		Status:	Active		Proficiency Level:			Listening Test Date:			Reading Test Date:			Expiration Date:	11/29/2012		Reading Score:	2+		Listening Score:	3	
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Adding a New Language


Introduction This guide provides the procedures for Adding a New Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to add a new language.

Before you begin In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/DLPT Test results must be entered following the steps outlined in this section.

For FLPP purposes certification of members' language proficiency will expire at the end of the 1-year period beginning on the first day of the first month after the certification date. Members must test annually in each language for which they are receiving FLPP in order to continue receiving FLPP. When completing the Expiration Date field always use the date which is the last day of the month in which the test was taken, one year later. **Examples:**

- PO1 Johnson takes/passes FLPB test for Spanish on 9/5/2015.
Expiration Date must be recorded as 9/30/2016.
 - PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2016.
Expiration Date must be recorded as 5/31/2017.
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Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 

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Adding a New Language, Continued

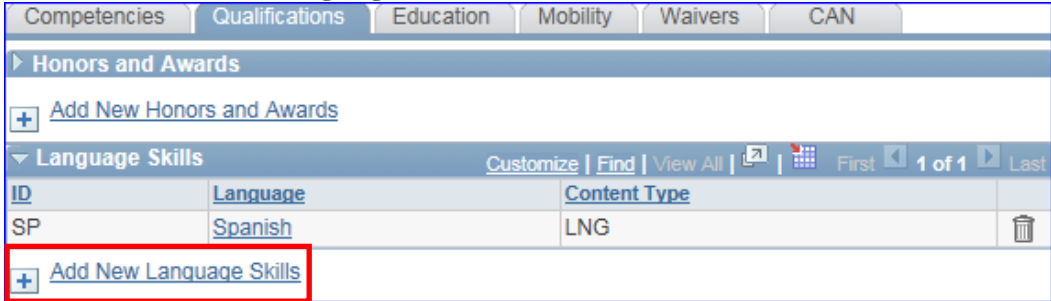
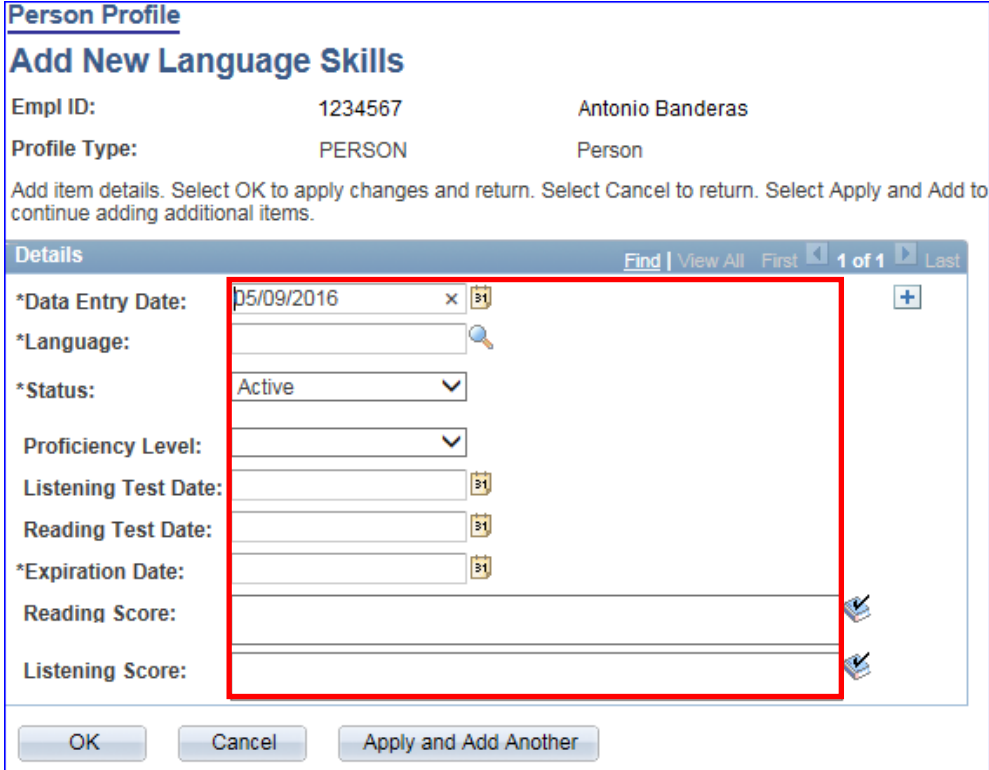
Procedures,
continued

Step	Action																																										
2	<p>Enter the Emplid and hit Search.</p> <div><h3>Person Profiles</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><p>Maximum number of rows to return (up to 300): 300</p><div><div>Empl ID:</div><div>begins with</div><div>1234567</div></div><div><div>Profile Type:</div><div>begins with</div><div></div></div><div><div>Name:</div><div>begins with</div><div></div></div><div><div>Last Name:</div><div>begins with</div><div></div></div><div><div>Alternate Character Name:</div><div>begins with</div><div></div></div><div><div><input type="checkbox"/> Include History</div><div><input checked="" type="checkbox"/> Correct History</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div>																																										
3	<p>The Person Profile page will display. Select the Qualifications tab.</p> <div><h3>Person Profile</h3><div><div>Empl ID:</div><div>1234567</div><div>Antonio Banderas</div></div><div><div>Profile Type:</div><div>PERSON</div><div>Person</div></div><div><div>Profile Status:</div><div>Active</div></div><div><div>Description:</div><div>Antonio Banderas</div><div></div><div></div></div><div><div>Profile Actions:</div><div><Select Action></div><div></div></div><div><div>Competencies</div><div>Qualifications</div><div>Education</div><div>Mobility</div><div>Waivers</div><div>CAN</div></div><div><div>Competencies</div><div>Customize Find View All 1-5 of 11 Last</div><table><tr><th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr><tr><td>IS001</td><td>(Obsolete) Intelligence</td><td>COMPETENCY</td><td>05/22/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS007</td><td>(Obsolete) HUMINT Collector</td><td>COMPETENCY</td><td>06/20/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS010</td><td>Command Intelligence Officer</td><td>COMPETENCY</td><td>02/12/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>MAREP</td><td>(Inactivated) Pistol Qual</td><td>COMPETENCY</td><td>04/21/2016</td><td>Approved/Official</td><td>1-Little</td><td></td></tr><tr><td>MARER</td><td>(Inactivated) Rifle Qual</td><td>COMPETENCY</td><td>12/08/2009</td><td>Approved/Official</td><td>LE</td><td></td></tr></table></div></div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		IS007	(Obsolete) HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	
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Adding a New Language, Continued

Procedures,
continued

Step	Action
4	<p>Click the Add New Language Skills link.</p> 
5	<p>The Add New Language Skills page will display. Enter the required fields using the Field/Description table below.</p> 

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Adding a New Language, Continued

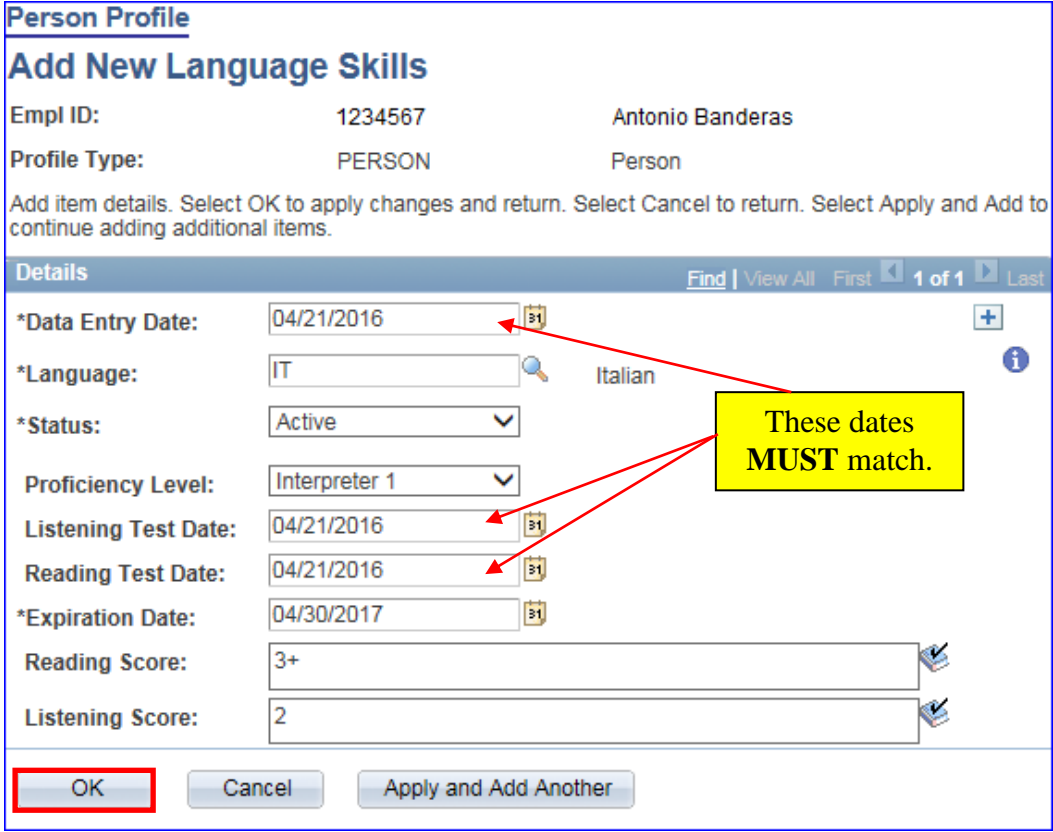
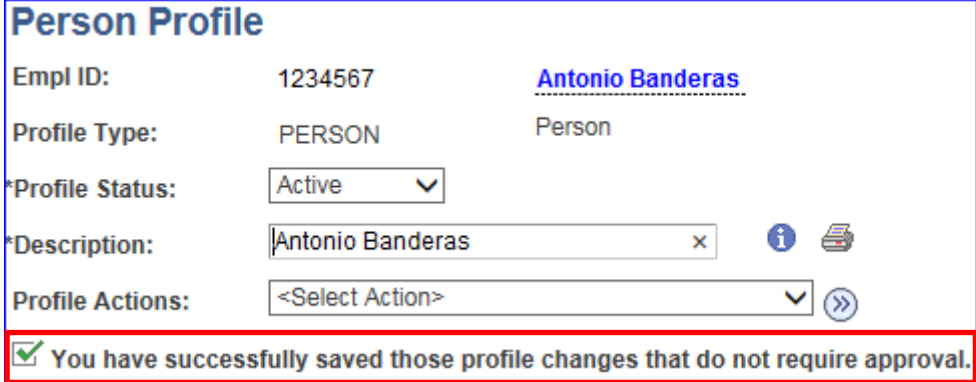
Procedures,
continued

Step	Action	
5 (cont)	Field	Description
	*Data Entry Date (Required)	This field defaults to today's date. Change the date to match the date the member passed the test (as used in Listening Test Date and Reading Test Date).
	*Language (Required)	Enter the Language code or, search for the Language code by clicking on the magnifying glass. Click the 'Look Up' button to see a list of all languages or enter search criteria and then click 'Look Up'.
	*Status (Required)	This field defaults to "Active". DO NOT change this field.
	Proficiency Level	Enter the Proficiency level based on the listening and reading test scores.
	Listening Test Date	Enter the date the Listening Test was taken for the language being entered. Must match Data Entry Date.
	Reading Test Date	Enter the date the Reading Test was taken for the language being entered. Must match Data Entry Date.
	*Expiration Date (Required)	Enter the Expiration Date for the language being entered. The expiration date must be the last day of the month in which the test was taken, one year later. Example: PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2015. Expiration Date will be recorded as 5/31/2016.
	Reading Score	Enter the Reading test score received for the language being entered.
	Listening Score	Enter the Listening test score received for the language being entered.

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Adding a New Language, Continued


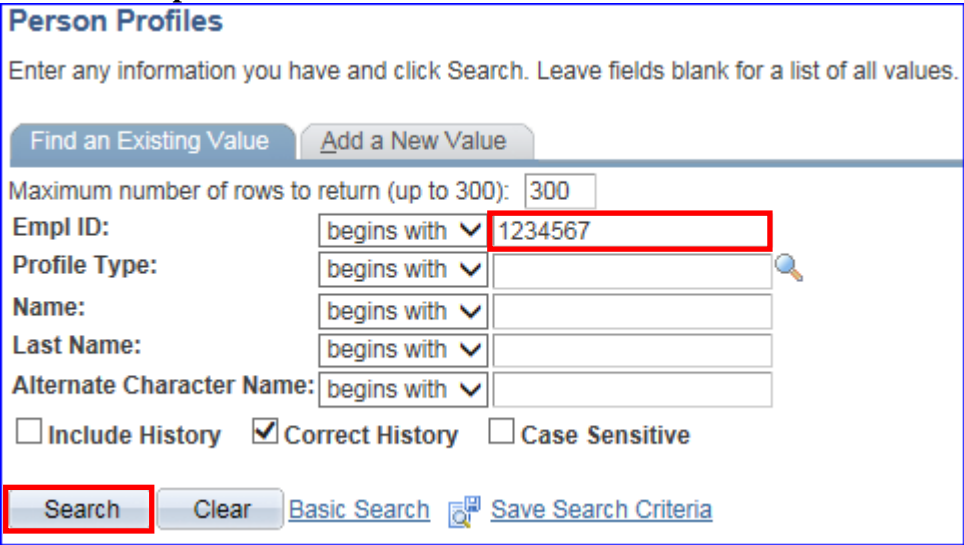
Procedures,
continued

Step	Action
6	<p>The expiration date MUST be the last day of the month in which the test was taken, one year later. Once the required fields are completed, click OK.</p> 
7	Click Save at the bottom of the Person Profile page.
8	<p>Once saved, this message will display.</p> 

Adding Previously Granted Foreign Language Test Results for the Same Type of Language

Introduction This guide provides the procedures for adding previously granted foreign language test results for the same type of language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Emplid and hit Search . 

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Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

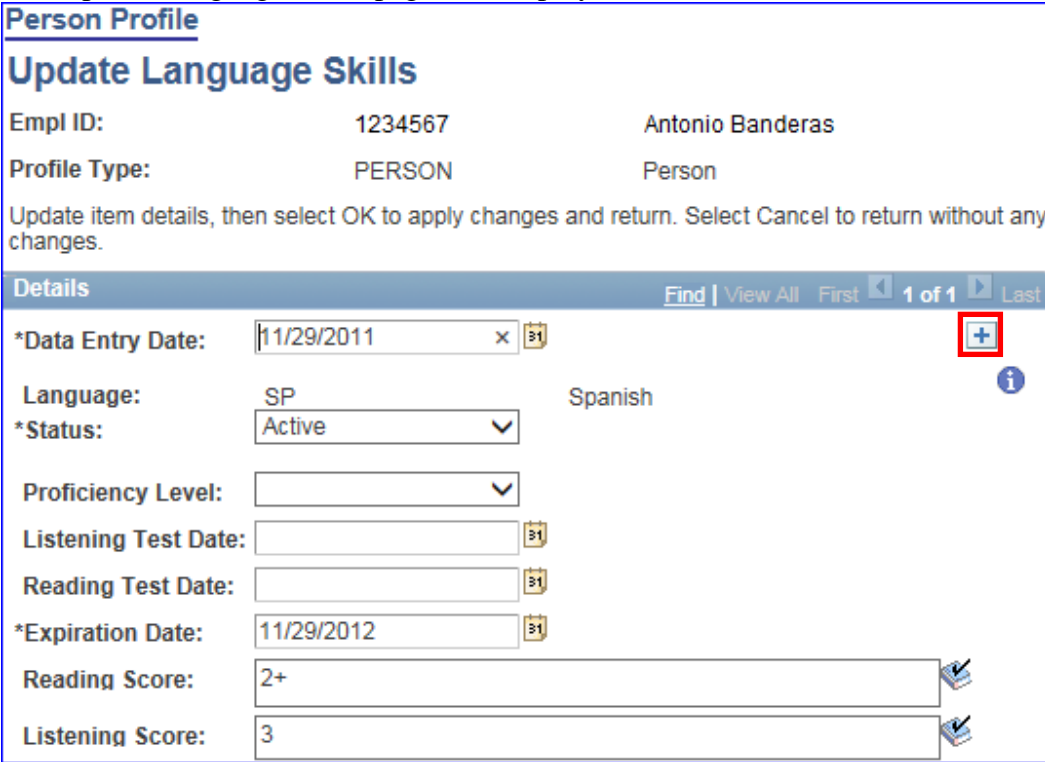
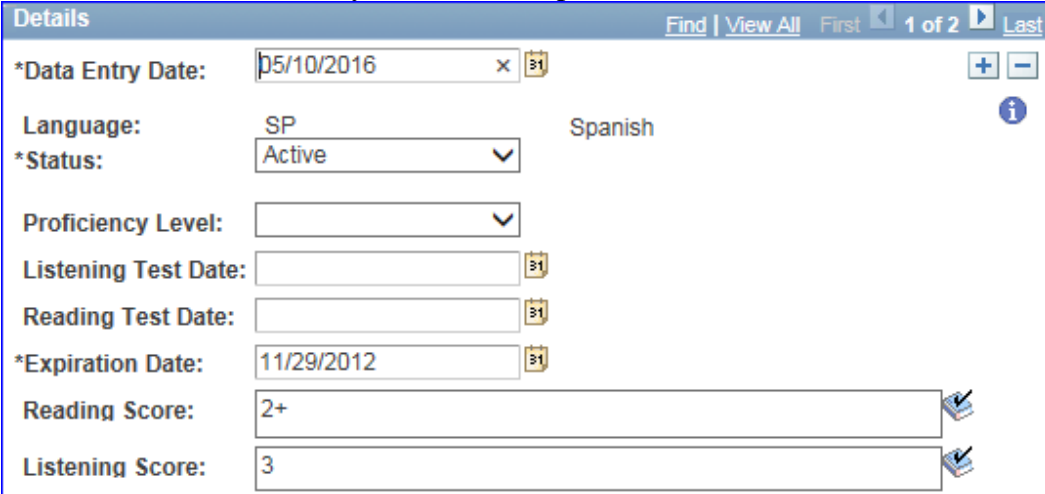
Procedures,
continued

Step	Action																																										
3	<p>The Person Profile page will display. Select the Qualifications tab.</p> <div> <div> <div>Person Profile</div> <div> <div>Empl ID: 1234567</div> <div>Antonio Banderas</div> </div> <div> <div>Profile Type: PERSON</div> <div>Person</div> </div> <div> <div>Profile Status: Active</div> <div></div> </div> <div> <div>Description: Antonio Banderas</div> <div></div> <div></div> </div> <div> <div>Profile Actions: <Select Action></div> <div></div> </div> <div> <div>Competencies</div> <div>Qualifications</div> <div>Education</div> <div>Mobility</div> <div>Waivers</div> <div>CAN</div> </div> <div> <div> <div>▼ Competencies</div> <div> <div>Customize Find View All </div> <div>First 1-5 of 11 Last</div> </div> <table> <tr> <th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr> <tr> <td>IS001</td><td>(Obsolete) Intelligence</td><td>COMPETENCY</td><td>05/22/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>IS007</td><td>(Obsolete) HUMINT Collector</td><td>COMPETENCY</td><td>06/20/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>IS010</td><td>Command Intelligence Officer</td><td>COMPETENCY</td><td>02/12/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr> <tr> <td>MAREP</td><td>(Inactivated) Pistol Qual</td><td>COMPETENCY</td><td>04/21/2016</td><td>Approved/Official</td><td>1-Little</td><td></td></tr> <tr> <td>MARER</td><td>(Inactivated) Rifle Qual</td><td>COMPETENCY</td><td>12/08/2009</td><td>Approved/Official</td><td>LE</td><td></td></tr> </table> </div> </div> </div></div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		IS007	(Obsolete) HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	
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4	<p>Select the Language.</p> <div> <div> <div>Competencies</div> <div>Qualifications</div> <div>Education</div> <div>Mobility</div> <div>Waivers</div> <div>CAN</div> </div> <div> <div>► Honors and Awards</div> <div> <div>+ Add New Honors and Awards</div> <div> <div>▼ Language Skills</div> <div> <div>Customize Find View All </div> <div>First 1-2 of 2 Last</div> </div> <table> <tr> <th>ID</th><th>Language</th><th>Content Type</th></tr> <tr> <td>IT</td><td>Italian</td><td>LNG</td></tr> <tr> <td>SP</td><td>Spanish</td><td>LNG</td></tr> </table> <div>+ Add New Language Skills</div> </div> </div> </div> </div>	ID	Language	Content Type	IT	Italian	LNG	SP	Spanish	LNG																																	
ID	Language	Content Type																																									
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Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

Procedures,
continued

Step	Action
5	<p>The Update Language Skills page will display. Click the Plus button.</p>  <p>Person Profile</p> <h2>Update Language Skills</h2> <p>Empl ID: 1234567 Antonio Banderas</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Data Entry Date: 11/29/2011 x [icon] + [i]</p> <p>Language: SP Spanish</p> <p>*Status: Active v</p> <p>Proficiency Level: v</p> <p>Listening Test Date: [icon]</p> <p>Reading Test Date: [icon]</p> <p>*Expiration Date: 11/29/2012 [icon]</p> <p>Reading Score: 2+ [icon]</p> <p>Listening Score: 3 [icon]</p>
6	<p>Some of the fields will carry over from the previous row.</p>  <p>Details Find View All First 1 of 2 Last</p> <p>*Data Entry Date: 05/10/2016 x [icon] + - [i]</p> <p>Language: SP Spanish</p> <p>*Status: Active v</p> <p>Proficiency Level: v</p> <p>Listening Test Date: [icon]</p> <p>Reading Test Date: [icon]</p> <p>*Expiration Date: 11/29/2012 [icon]</p> <p>Reading Score: 2+ [icon]</p> <p>Listening Score: 3 [icon]</p>

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Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

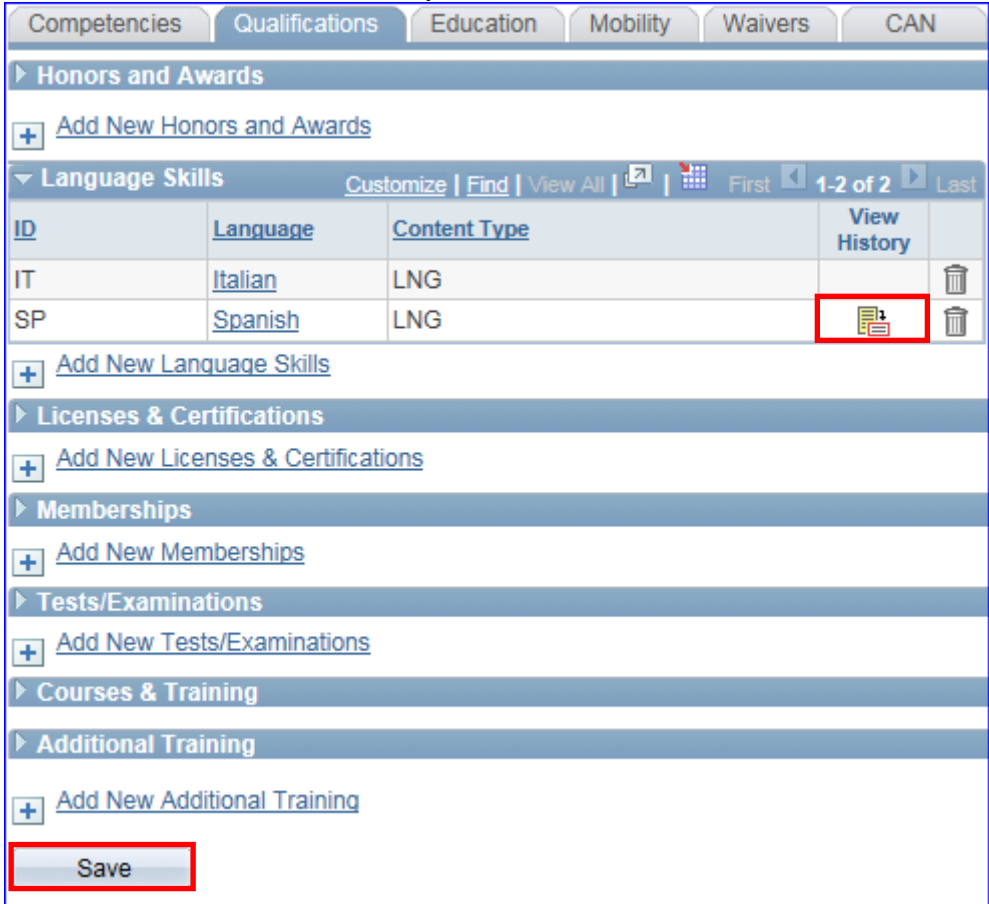
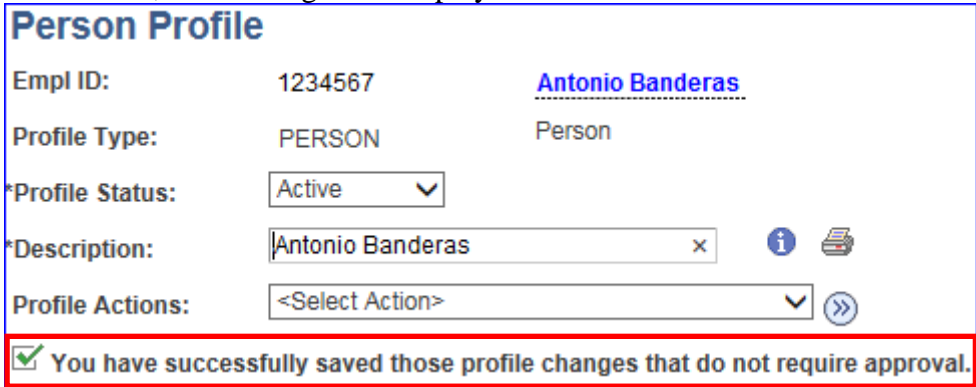
Procedures,
continued

Step	Action																											
7	<p>Update the required fields, then click OK.</p> <div><p>Person Profile</p><p>Update Language Skills</p><p>Empl ID: 1234567 Antonio Banderas</p><p>Profile Type: PERSON Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><p>Details Find View All First 1 of 2 Last</p><table><tr><td>*Data Entry Date:</td><td>05/01/2016</td><td>31</td></tr><tr><td>Language:</td><td>SP</td><td>Spanish</td></tr><tr><td>*Status:</td><td>Active</td><td>▼</td></tr><tr><td>Proficiency Level:</td><td>Linguist 1</td><td>▼</td></tr><tr><td>Listening Test Date:</td><td>05/01/2016</td><td>31</td></tr><tr><td>Reading Test Date:</td><td>05/01/2016</td><td>31</td></tr><tr><td>*Expiration Date:</td><td>05/31/2017</td><td>31</td></tr><tr><td>Reading Score:</td><td>3+</td><td>✓</td></tr><tr><td>Listening Score:</td><td>3</td><td>✓</td></tr></table><p>OK Cancel</p></div>	*Data Entry Date:	05/01/2016	31	Language:	SP	Spanish	*Status:	Active	▼	Proficiency Level:	Linguist 1	▼	Listening Test Date:	05/01/2016	31	Reading Test Date:	05/01/2016	31	*Expiration Date:	05/31/2017	31	Reading Score:	3+	✓	Listening Score:	3	✓
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Listening Score:	3	✓																										

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Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

Procedures,
continued

Step	Action
8	<p>Notice it creates the View History icon. Click Save.</p> 
9	<p>Once saved, this message will display.</p> 

Correcting a Language

Introduction

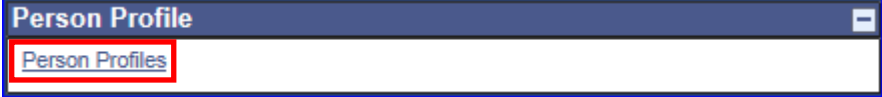
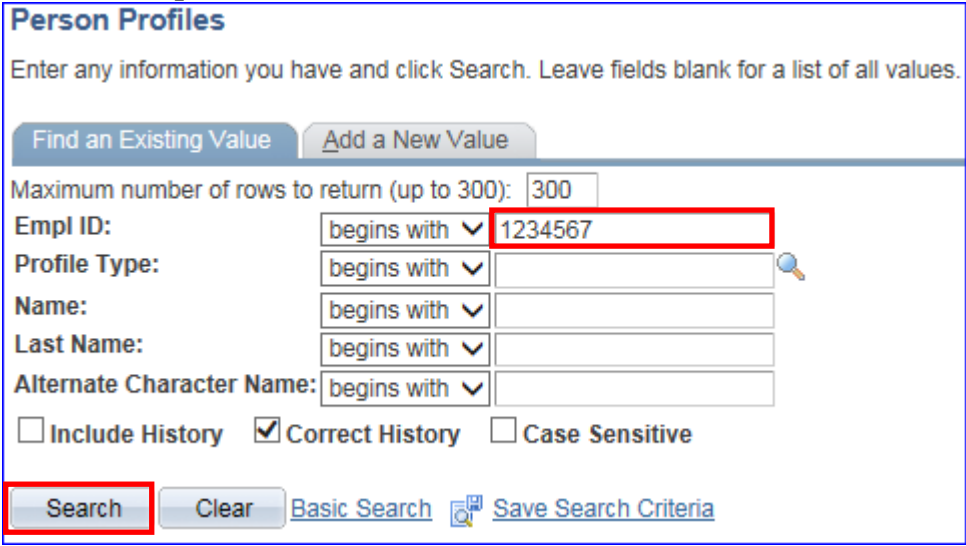
This guide provides the procedures for Correcting a Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

If the Language code needs to be corrected, the user **MUST** first delete the Language record and re-enter it using the correct Language code. Follow the steps in the [Deletion guides](#) to delete a Language record.

To correct any other Language data, follow the steps below.

Procedures

See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

Correcting a Language, Continued

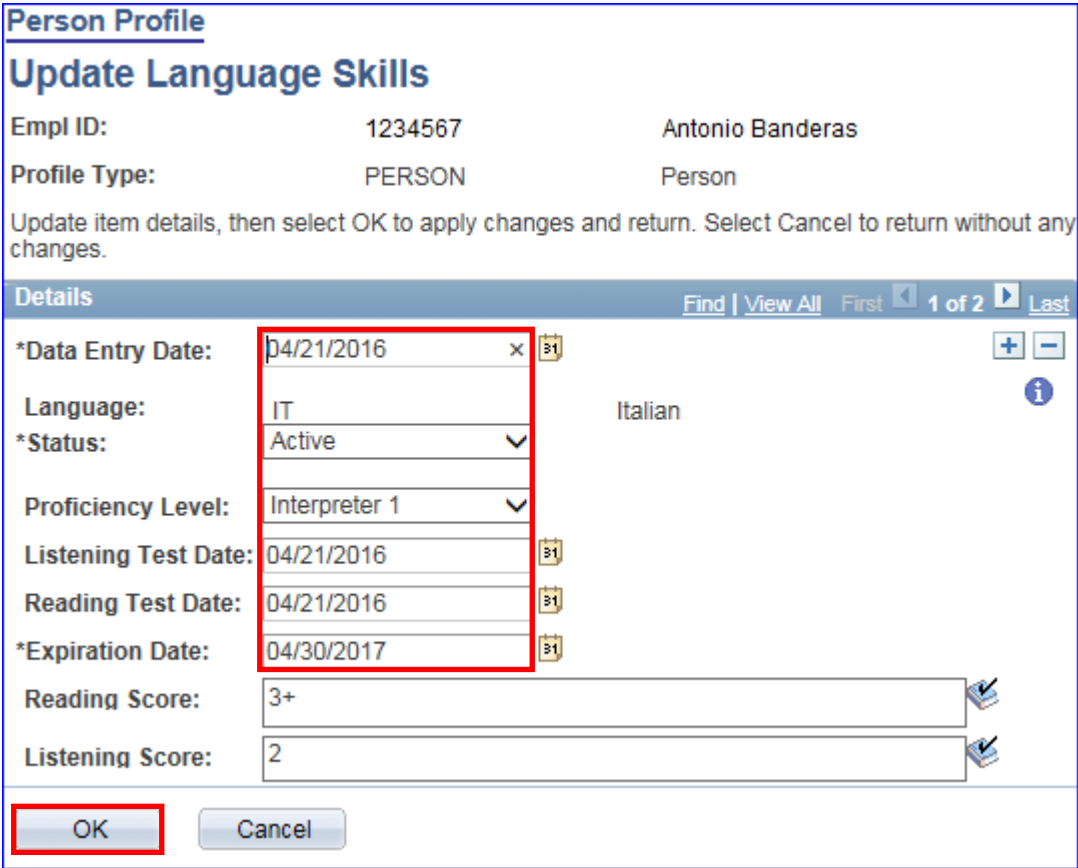
Procedures,
continued

Step	Action																																										
3	<p>The Person Profile page will display. Select the Qualifications tab.</p> <div><p>Person Profile</p><p>Empl ID: 1234567 Antonio Banderas</p><p>Profile Type: PERSON Person</p><p>Profile Status: Active</p><p>Description: Antonio Banderas</p><p>Profile Actions: <Select Action></p><p>Competencies Qualifications Education Mobility Waivers CAN</p><p>▼ Competencies Customize Find View All First 1-5 of 11 Last</p><table><thead><tr><th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr></thead><tbody><tr><td>IS001</td><td>(Obsolete) Intelligence</td><td>COMPETENCY</td><td>05/22/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS007</td><td>(Obsolete) HUMINT Collector</td><td>COMPETENCY</td><td>06/20/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS010</td><td>Command Intelligence Officer</td><td>COMPETENCY</td><td>02/12/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>MAREP</td><td>(Inactivated) Pistol Qual</td><td>COMPETENCY</td><td>04/21/2016</td><td>Approved/Official</td><td>1-Little</td><td></td></tr><tr><td>MARER</td><td>(Inactivated) Rifle Qual</td><td>COMPETENCY</td><td>12/08/2009</td><td>Approved/Official</td><td>LE</td><td></td></tr></tbody></table></div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		IS007	(Obsolete) HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	
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MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE																																						
4	<p>From the Language Skills section, select the Language to be updated or corrected. If the member has received the Language multiple times, be sure to select the correct Language record.</p> <div><p>Competencies Qualifications Education Mobility Waivers CAN</p><p>► Honors and Awards</p><p>+ Add New Honors and Awards</p><p>▼ Language Skills Customize Find View All First 1-2 of 2 Last</p><table><thead><tr><th>ID</th><th>Language</th><th>Content Type</th><th>View History</th></tr></thead><tbody><tr><td>IT</td><td>Italian</td><td>LNG</td><td></td></tr><tr><td>SP</td><td>Spanish</td><td>LNG</td><td></td></tr></tbody></table></div>	ID	Language	Content Type	View History	IT	Italian	LNG		SP	Spanish	LNG																															
ID	Language	Content Type	View History																																								
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SP	Spanish	LNG																																									

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Correcting a Language, Continued

Procedures,
continued

Step	Action
5	<p>The Update Language Skills page will display. Correct the appropriate fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Language Skills</h3> <p>Empl ID: 1234567 Antonio Banderas</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 2 Last</p> <p>*Data Entry Date: 04/21/2016 × 31</p> <p>Language: IT Italian</p> <p>*Status: Active</p> <p>Proficiency Level: Interpreter 1</p> <p>Listening Test Date: 04/21/2016 31</p> <p>Reading Test Date: 04/21/2016 31</p> <p>*Expiration Date: 04/30/2017 31</p> <p>Reading Score: 3+ ✓</p> <p>Listening Score: 2 ✓</p> <p>OK Cancel</p>
6	Click Save at the bottom of the Person Profile page.

Continued on next page

Correcting a Language, Continued

Procedures,
continued

Step	Action
7	<p>Once saved, this message will display.</p> <div><p>Person Profile</p><p>Empl ID: 1234567 Antonio Banderas</p><p>Profile Type: PERSON Person</p><p>*Profile Status: Active ▾</p><p>*Description: Antonio Banderas × ⓘ 🖨</p><p>Profile Actions: <Select Action> ▾ ➤</p><p>✔ You have successfully saved those profile changes that do not require approval.</p></div>

Deleting a Single Language

Introduction


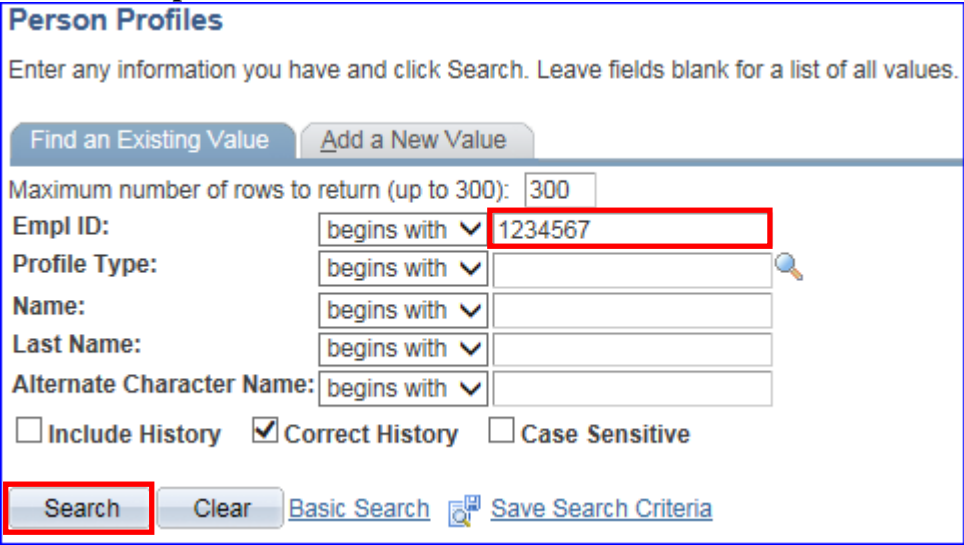
This guide provides the procedures for Deleting a Single Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same language. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a language that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures

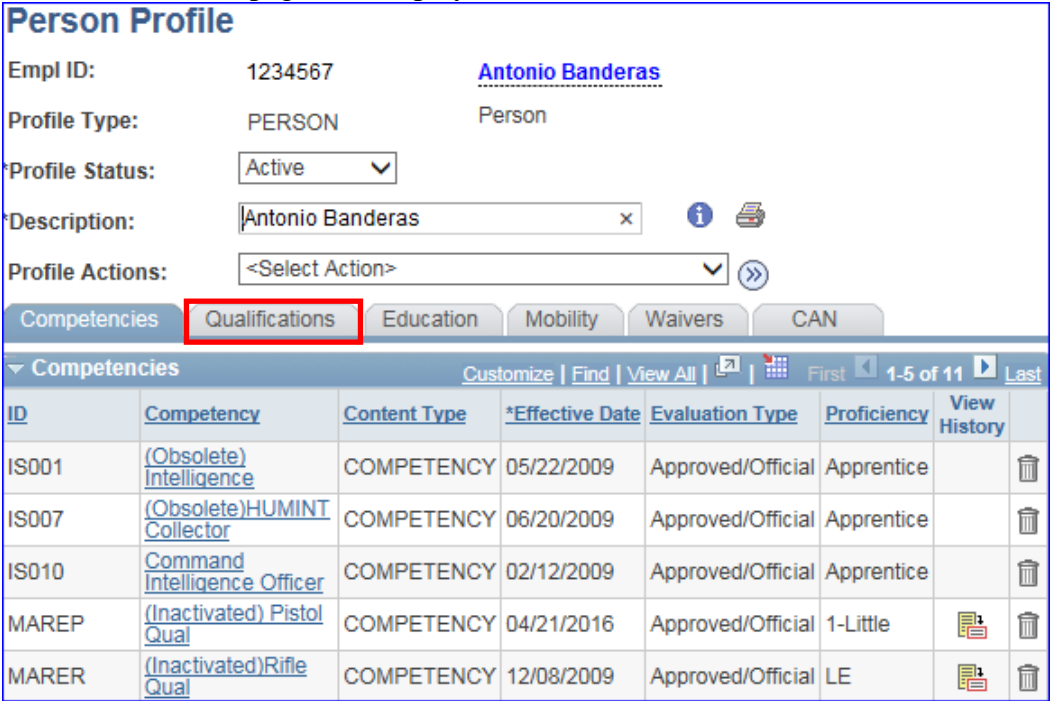
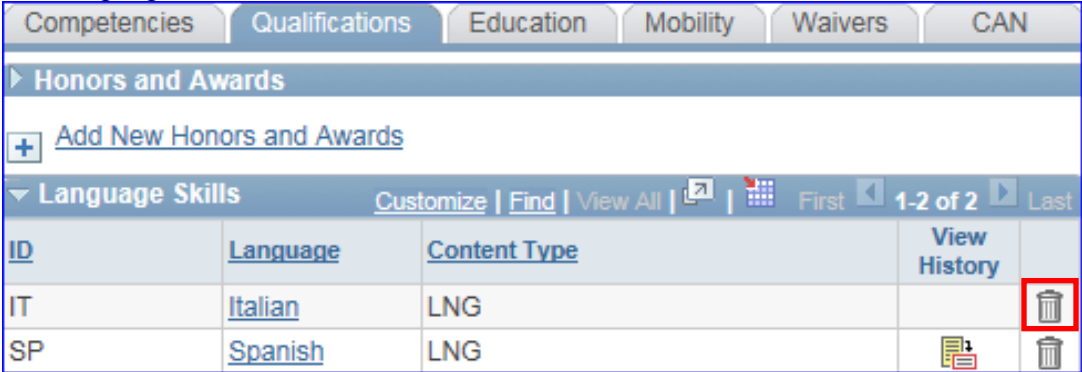
See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

Deleting a Single Language, Continued

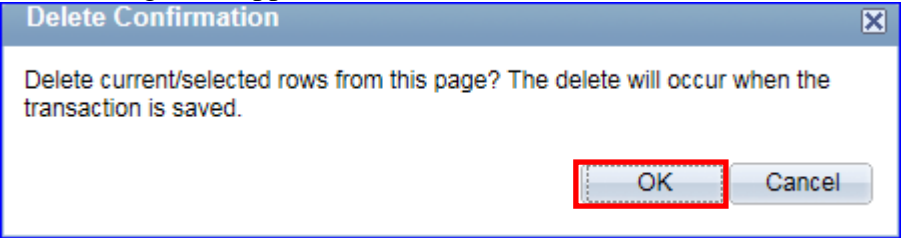
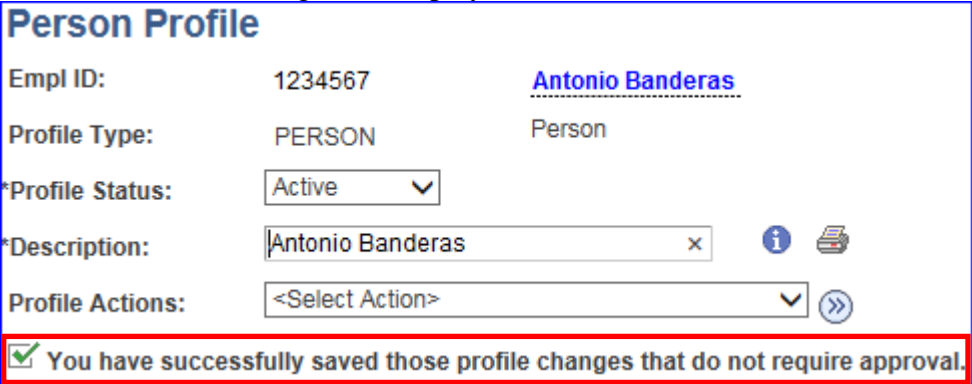
Procedures,
continued

Step	Action
3	<p>The Person Profile page will display. Select the Qualifications tab.</p> 
4	<p>To delete a Language that a member has received only once, click the trash can on the Language row.</p> 

Continued on next page

Deleting a Single Language, Continued

Procedures,
continued

Step	Action
5	<p>This message will appear. Click OK.</p>  A screenshot of a 'Delete Confirmation' dialog box. The title bar says 'Delete Confirmation'. The main text asks: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.
6	Click Save at the bottom of the Person Profile page.
7	<p>Once saved, this message will display.</p>  A screenshot of the 'Person Profile' page. It shows fields for 'Empl ID: 1234567', 'Profile Type: PERSON', and '*Profile Status: Active'. The '*Description:' field contains 'Antonio Banderas'. Below these is a 'Profile Actions:' dropdown menu. At the bottom, a red-bordered box contains a green checkmark icon followed by the text: 'You have successfully saved those profile changes that do not require approval.'

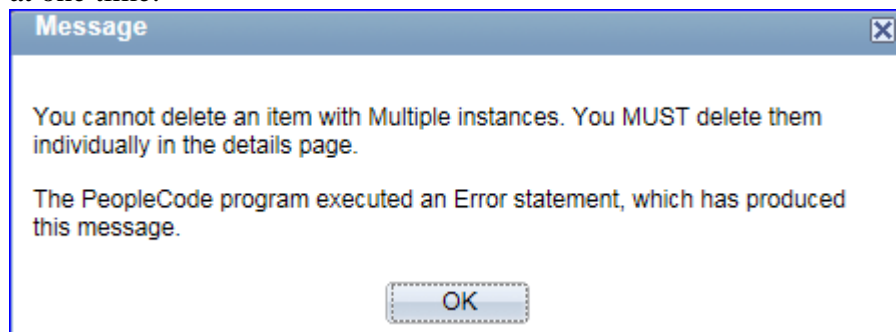
Deleting One Language when Multiple Instances Exist

Introduction

This guide provides the procedures for Deleting One Language when Multiple Instances Exist in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.


As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same language. If a record is erroneously deleted, it will have to be recreated.

Note: To prevent unintentional deletions of languages, the **trash can** functionality for multiple languages of one type has been disabled. The following message will appear if you attempt to delete multiple languages at one time:



Procedures

See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 

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Deleting One Language when Multiple Instances Exist, Continued

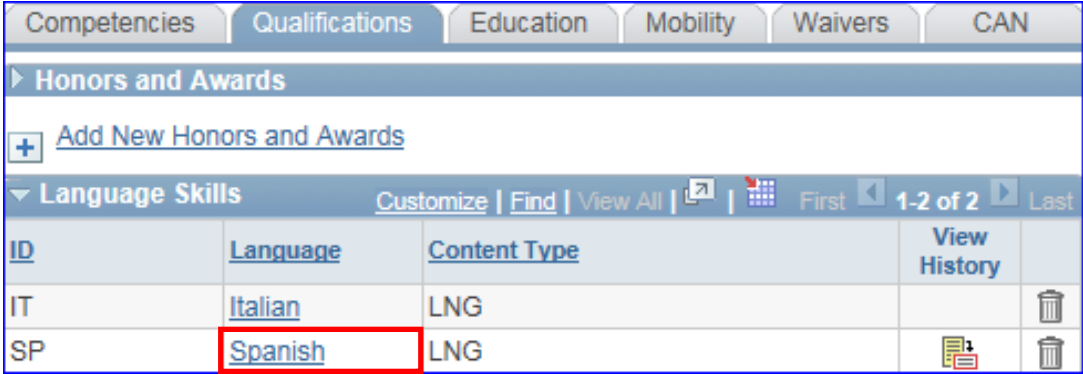
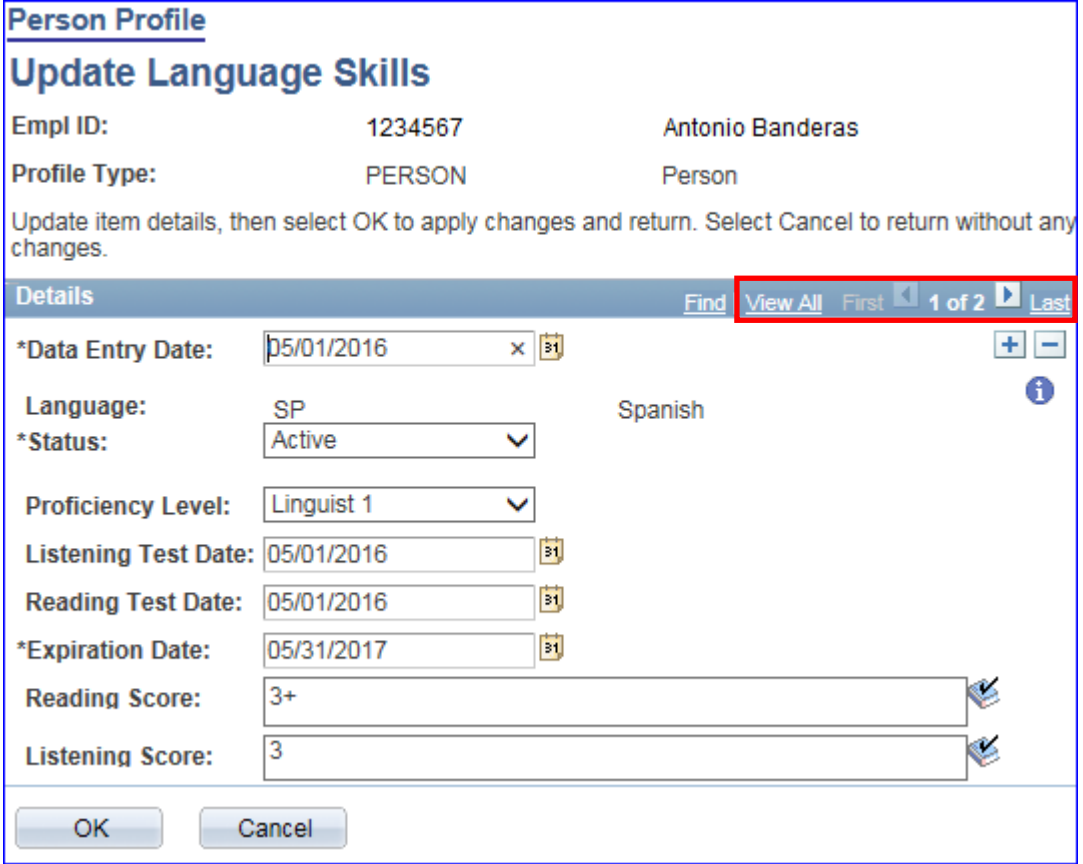
Procedures, continued

Step	Action																																										
2	<div><p>Enter the Emplid and hit Search.</p><div><h3>Person Profiles</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p><div><div>Empl ID:</div><div>begins with ▾</div><div><input type="text" value="1234567"/></div></div><div><div>Profile Type:</div><div>begins with ▾</div><div><input type="text"/></div></div><div><div>Name:</div><div>begins with ▾</div><div><input type="text"/></div></div><div><div>Last Name:</div><div>begins with ▾</div><div><input type="text"/></div></div><div><div>Alternate Character Name:</div><div>begins with ▾</div><div><input type="text"/></div></div><div><div><input type="checkbox"/> Include History</div><div><input checked="" type="checkbox"/> Correct History</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div><input type="button" value="Search"/></div><div><input type="button" value="Clear"/></div><div>Basic Search</div><div></div><div>Save Search Criteria</div></div></div></div>																																										
3	<div><p>The Person Profile page will display. Select the Qualifications tab.</p><div><h3>Person Profile</h3><div><div>Empl ID:</div><div>1234567</div><div>Antonio Banderas</div></div><div><div>Profile Type:</div><div>PERSON</div><div>Person</div></div><div><div>Profile Status:</div><div>Active ▾</div></div><div><div>Description:</div><div><input type="text" value="Antonio Banderas"/></div><div></div><div></div></div><div><div>Profile Actions:</div><div><input type="text" value="<Select Action>"/></div><div></div></div><div><div>Competencies</div><div><input type="button" value="Qualifications"/></div><div>Education</div><div>Mobility</div><div>Waivers</div><div>CAN</div></div><div><div>▼ Competencies</div><div>Customize Find View All </div><div>First 1-5 of 11 Last</div></div><table><thead><tr><th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr></thead><tbody><tr><td>IS001</td><td>(Obsolete) Intelligence</td><td>COMPETENCY</td><td>05/22/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS007</td><td>(Obsolete) HUMINT Collector</td><td>COMPETENCY</td><td>06/20/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>IS010</td><td>Command Intelligence Officer</td><td>COMPETENCY</td><td>02/12/2009</td><td>Approved/Official</td><td>Apprentice</td><td></td></tr><tr><td>MAREP</td><td>(Inactivated) Pistol Qual</td><td>COMPETENCY</td><td>04/21/2016</td><td>Approved/Official</td><td>1-Little</td><td> </td></tr><tr><td>MARER</td><td>(Inactivated) Rifle Qual</td><td>COMPETENCY</td><td>12/08/2009</td><td>Approved/Official</td><td>LE</td><td> </td></tr></tbody></table></div></div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		IS007	(Obsolete) HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	
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Deleting One Language when Multiple Instances Exist, Continued

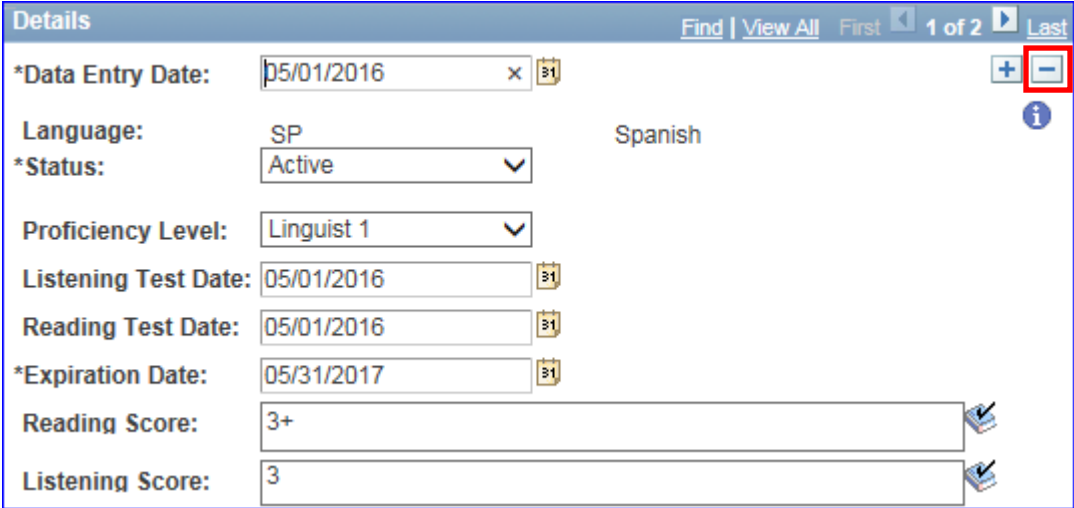
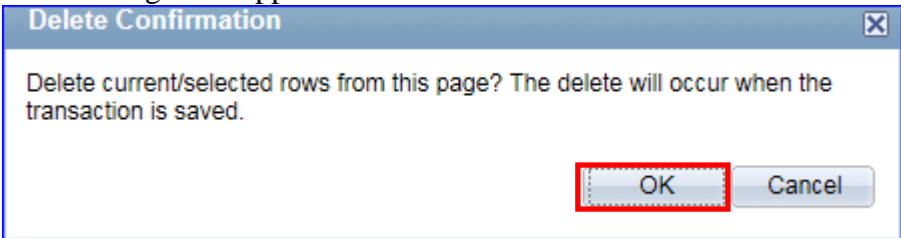
Procedures, continued

Step	Action
4	<p>Select the Language that needs to be deleted.</p> 
5	<p>The Update Language Skills page will display. Scroll through the records using the Arrows or click View All to find the correct record to delete.</p> 

Continued on next page

Deleting One Language when Multiple Instances Exist, Continued

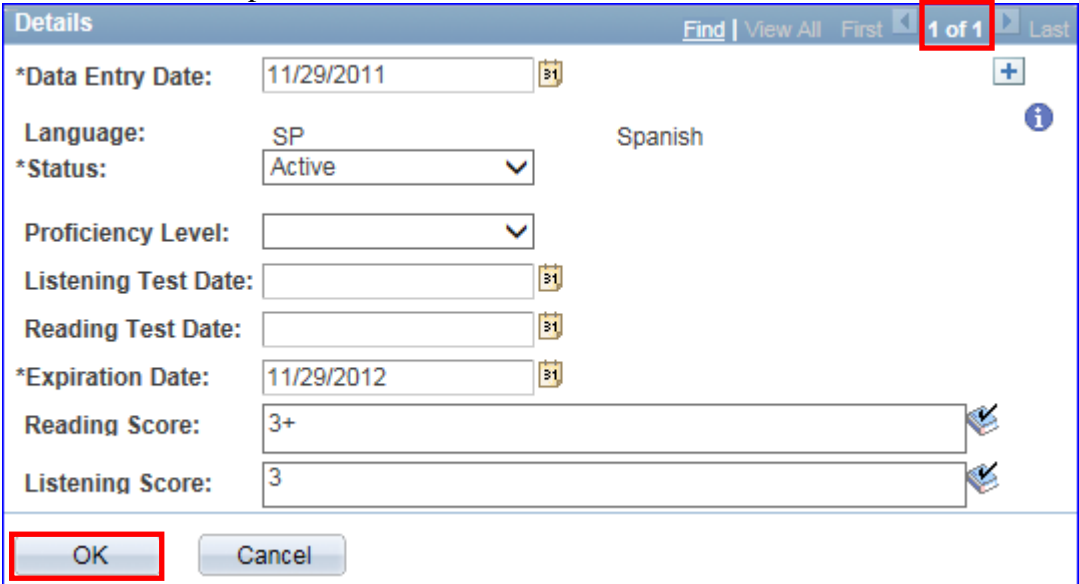
Procedures, continued

Step	Action
6	<p>Once the correct record has been located, click the Minus button to delete it.</p>  <p>The screenshot shows a 'Details' form with the following fields:</p> <ul style="list-style-type: none">*Data Entry Date: 05/01/2016Language: SP (Spanish)*Status: ActiveProficiency Level: Linguist 1Listening Test Date: 05/01/2016Reading Test Date: 05/01/2016*Expiration Date: 05/31/2017Reading Score: 3+Listening Score: 3 <p>The 'Minus' button is highlighted with a red box.</p>
7	<p>This message will appear. Click OK.</p>  <p>The screenshot shows a 'Delete Confirmation' dialog box with the following text:</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>The 'OK' button is highlighted with a red box.</p>

Continued on next page

Deleting One Language when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Notice the record updated to 1 of 1. Click OK.</p> 
9	Click Save at the bottom of the Person Profile page.
10	<p>Once saved, this message will display.</p> 